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- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			Emma	Bate	DD/MM/YY		06/06/1	18	CLAIN	REFERENCE:	Bate06-06-18
						COST CENTRE (TEAM NUMBER / I	NAME):	110 - GE	ENERAL	COUNSEL		nis cell with currency if " selected below	
RECEIPT TRIP S	(FOR SUB. DATE/	TE & TIME SISTENCE CLA TRIP I	NIMS)	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO.	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	FINANCE USE
DD/MM/YY		DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMB	SER LINLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
10/05/18 18/05/18			22:45:00	15.00	Speaking event in Bristol - DACB Workshop with the DCMS in London	Food and drink Only claiming £2.20 on this receipt as previous claims for this day have been made. Making total claim £25.00 (More than 12 hours, less than 24 hours and away from office past 8om) Car parking at Wilmslow station	UK Subsistence & meals 26001 Parking & tolls 26001	1 2	1	N/A N/A	2.20 3.70	NO PROJECT - 0000 NO PROJECT - 0000	110-26001-0000 110-26001-0000
						Food and drink	UK Subsistence & meals 26001	3	3	N/A		NO PROJECT - 0000	110-26001-0000
				n/a	Meeting held at Neon Health Kitchen in Wilmslow	Food and drink Drinks	UK Subsistence & meals 26001	4	1	N/A N/A		NO PROJECT - 0000	110-26001-0000
16/05/18				1/1/4			Hosting and working lunches 26050					NO PROJECT - 0000	120-26050-0000
Enter any no	tes relating	to this claim	here					Total miles		0			
							TOTAL EXPENSES INCURRED				25.41		
Claimant o					Emma Bate		CASH ADVANCE RECEIVED	INIANICE'S					
						business and that where car or motorcycle mileage has been claimed ion with business, was taxed and had a valid MOT certificate on the dat	TOTAL CLAIMED/(REPAID TO F	INANCEJ			25.41		
	Heathe	r Dove			Once the errors in Cell I50-52 are resolved, forward the expenses@ico.org.uk with "approved expenses" in the	is claim and your scanned receipts to your approver who should revieve subject.	v it and then email it to	NO ERRORS	n/a n/a n/a				

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NAME:					James	Dipple-Johnstone	DD/MM/YY 18/05/18				CLAI	Dipp18-05-18	
						COST CENTRE (TEAM NUMBER	/ NAME):	SELECT	COST CEN	TRE HERE	overwrite "othe		
RECEIPT	(FOR SUE	ATE & TIME BSISTENCE CLA	1	TOTAL				RECEIPT	NO.	NO.	CLAIMED		FINANCE USE
TRIP S		TRIP		TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS	CHOOS CURRENC	PROJECT CODE	
D/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
27/04/18		27/04/18		n/a	Edinburgh RO and meeting with Scottish Info. Commissioner	Taxi	UK Travel & Accommodation 26001		1	N/A	22.65	NO PROJECT - 0000	SEL-26001-0000
18/04/18	08:56:00	19/04/18	00:17:30	15.36	University of Cambridge, IAAP Europe, PWC, NCSC, CTN-CHOGH meetings	Incidental o/n expense	UK Subsistence & meals 26001		0	N/A	5.00	NO PROJECT - 0000	SEL-26001-0000
08/05/18		08/05/18	00.27.000	n/a	Enforcement Sub Group Meeting, Brussels	Private car mileage to Manchester airport rtn)	UK Travel & Accommodation 26001		0 26	N/A		NO PROJECT - 0000	SEL-26001-0000
14/05/18		16/05/18		n/a	Social Media Working Group AND Fining Task Meeting	Incidental overnight expenses (x 2)	Overseas overnight incidental allowance 2	2 N/A		N/A	20.00	NO PROJECT - 0000	SEL-26002-0000
									+				
				_				-	-				
									-				
								-	-				
_													
									-				
									-				
-									-				
									26				
er any no	otes relatin	g to this clain	nere					Total miles	20				
							TOTAL EXPENSES INCURRED				59.35		
laimant declaration: James Dipple-Johnstone					James Dipple-Johnstone		CASH ADVANCE RECEIVED						
imed th	at I held		ng licence		een incurred wholly, exclusively and necessarily on ICO bus the vehicle used had a motor insurance policy for use in co		TOTAL CLAIMED/(REPAID TO FINANCE) 59.35						
					Once the errors in Cell I50-52 are resolved, forward this cl expenses@ico.org.uk with "approved expenses" in the su	aim and your scanned receipts to your approver who should b	eview it and then email it to	ERRORS	n/a SELECT (n/a	COST CENTRE IN	I CELL 14 BEF	ORE SUBMITTING CLA	IIM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

Peter Bloomfield

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NAME:				Jane	McCall	DD/MM/YY	18/06/18 CLAIM REFERENCE:			1 REFERENCE:	McCa18-06-18	
					COST CENTRE (TEAM NUMBER	120 - LE	EADERSH	P TEAM	overwrite this cell with currency if "other" selected below			
DATE & TIME (FOR SUBSISTENCE CLAIMS) RECEIPT DATE/ TRIP END TOTAL		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED CHOOSE	Science Below	FINANCE US	
TRIP STA		DD/MM/YY 00:00:00	TRIP	REASON FOR TRIP WHY YOU TRAVELLED	DESCRIPTION OF EXPENSE WHAT YOU PAID FOR	CATEGORY CHOOSE FROM DROP DOWN LIST	NUMBER ENTER NUMB		PASSENGERS	UK £	PROJECT CODE USE DROP DOWN LIST	CODE
	00:00:00	DD/WW/YY 00:00:00		Attending Management Board	Mileage - return journey home to ICO							1
06/11/17			n/a	Attending interviews for Internal Auditors	Mileage - return journey home to ICO	Car miles - 45p standard rate 26001	N/A N/A	16		7.20 7.20		120-26001-
01/02/18			n/a n/a	Attending Audit Committee	Mileage - return journey home to ICO	Car miles - 45p standard rate 26001	N/A N/A	16		7.20		120-26001-
				Attending Management Board	Mileage - return journey home to ICO	Car miles - 45p standard rate 26001		16		7.20		120-26001-
12/02/18			n/a n/a	Attending DP Practitioners Conference, Manchester	Tram Ticket -	Car miles - 45p standard rate 26001	N/A	_		5.80		120-26001-
09/04/18				Meeting with	Mileage - return journey home to ICO	UK Travel & Accommodation 26001	11/2	_	N/A			120-26001-
13/04/18			n/a n/a	Attending Audit Committee	Mileage - return journey home to ICO	Car miles - 45p standard rate 26001	N/A N/A	16		7.20 7.20		120-26001-
27/04/18			n/a n/a	Attending Management Board	Mileage - return journey home to ICO	Car miles - 45p standard rate 26001	N/A N/A	16	0	7.20		120-26001-
11/05/18 15/06/18			n/a n/a	Attending Audit Committee	Mileage - return journey home to ICO	Car miles - 45p standard rate 26001 Car miles - 45p standard rate 26001	N/A N/A	16	0	7.20		120-26001- 120-26001-
er any note	es relating	to this claim here					Total miles	128				
				1		TOTAL EXPENSES INCURRED				63.40		
laimant declaration: Jane McCall confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO laimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in				een incurred wholly, exclusively and necessarily on IG		TOTAL CLAIMED/(REPAID TO FINANCE) 63.40						

NO ERRORS n/a

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

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NAME:			Steve	Wood	DD/MM/YY		14/06/1	8	CLAIN	Wood14-06-18		
					COST CENTRE (TEAM NUMBER	120 - L	EADERSH	IP TEAM	overwrite t			
RECEIPT I	(FOR SUE	ATE & TIME BSISTENCE CLAIM	TOTA				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE USE
TRIP ST		TRIP END	TRIP		DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY 00	00:00 HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	N/A APPEARS	EURO €	USE DROP DOWN LIST	CODE
13/05/18		15/05/18	n/a	Fop Meeting & Social Media Subgroup, Brussels	Food in Hotel 14 May	Overseas Subsistence & meals 26002		1	N/A	16.00		120-26002-
23/05/18		25/05/18	n/a		Dinner 23/5/18	Overseas Subsistence & meals 26002		2	N/A	17.20		120-26002-
				As above	Snack 24/5/18	Overseas Subsistence & meals 26002		3	N/A	2.16		120-26002-
				As above	Dinner 24/5/18	Overseas Subsistence & meals 26002			N/A	11.50		120-26002-
10/06/18		11/06/18	n/a	Al & ICDPPC Meetings, Paris	Train Ticket	Overseas Travel & Accommodation 26002		5	N/A	20.60		120-26002-
-												
**********	ėno volnėlii	ng to this claim he	-				Total miles					
iter any no	ves relatio	ig to this claim ne							4			
						TOTAL EXPENSES INCURRED				67.46		
aimant d	eclaratio	on:		Steve Wood		CASH ADVANCE RECEIVED						
aimed tha	at I held				CO business and that where car or motorcycle mileage has been in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			67.46		
	Heath	er Dove		Once the errors in Cell I50-52 are resolved, forward expenses@ico.org.uk with "approved expenses" in	this claim and your scanned receipts to your approver who should re	eview it and then email it to	NO ERRORS	n/a S n/a n/a				

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NAME:			Steve	Wood	DATE OF CLAIM: DD/MM/YY	14/06/18			CLAIR	Wood14-06-18			
						COST CENTRE (TEAM NUMBE	120 - L	EADERSH	IIP TEAM	overwrite t			
	(FOR SUE	ATE & TIME BSISTENCE CLA						DECEME	NO.	NO.	AMOUNT CLAIMED		FINANCE USE
RECEIPT E		TRIP E		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER		PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
13/05/18		15/05/18		n/a	FoP Meeting & Social Media Subgroup - Brussels	2 nights	Overseas overnight incidental allowance 2	N/A		N/A	20.00		120-26002-
23/05/18		25/05/18		n/a	Plenary Meeting - Brussels	2 nights	Overseas overnight incidental allowance 2	N/A		N/A	20.00		120-26002-
31/05/18		-		n/a	London Meetings	Snack	UK Subsistence & meals 26001		1	N/A	2.49	+	120-26001-
10/06/18		11/06/18		n/a	AI Meeting and ICDPPC Event, Paris	1 night	Overseas overnight incidental allowance 2	2 N/A		N/A	10.00		120-26002-
									-				
ter any not	tes relatin	ng to this claim	here					Total miles					
										•			
							TOTAL EXPENSES INCURRED				52.49		
aimant d	eclaratio	on:			Steve Wood		CASH ADVANCE RECEIVED						
onfirm th	nat all of at I held	the above e	g licence a		en incurred wholly, exclusively and necessarily on ICO	ousiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			52.49	-	
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this expenses@ico.org.uk with "approved expenses" in the	s claim and your scanned receipts to your approver who should subject.	review it and then email it to	NO ERRORS	n/a S n/a n/a				